



CLARENCE FIRE DISTRICT NO. 1

10355 Main Street, P.O. Box 340, Clarence, NY 14031

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Board of Fire Commissioners
Nathan M. Work, Chairman
Douglas J. Larkin, Vice-Chairman
Michael Dudas
Brian Gaske
Mark Heim

Treasurer
Sandra J. Larkin

Secretary
Kristi Mora

The Board of Fire Commissioners' Work Session was called to order by Chairman Work on **Monday, July 13, 2020** at 1800 hours.

2021 Budget Process: By Treasurer Larkin

- Treasurer Larkin presented information regarding next year's budget including upcoming budget process dates. The Board will need to adopt proposed budget for 2021 at the Monthly Meeting on September 14th.
- Treasurer Larkin is seeking requests from Commissioners, Firematic Officers, and Building Manager by end of July to begin formulating a short term and long term financial plan.

Multi-Year Planning: By Treasurer Larkin

- Capital Assets Plan – An improved evaluation of long-term financial needs is necessary including the estimated use of life for equipment, which typically ranges from 5-15 years. Treasurer Larkin reviews the current equipment and age to begin a capital plan.

The work session ended at 1830 hours.

The regular Board of Fire Commissioners' meeting was called to order by Chairman Work on **Monday, July 13, 2020** at 1830 hours.

ROLL CALL:

Present: Commissioners Work, Dudas, Heim, and Larkin. Treasurer Larkin and Secretary Mora.

Guests: Chief Brett Hanford, President Jerry Roy, Assistant Chief Ruth Rider-Work, Dave Metzger and Jonathan Casillas.

Absent: Commissioner Gaske

APPROVAL OF PRIOR MEETING MINUTES:

MOTION by LARKIN, second by WORK, to approve the June 1, 2020 work session meeting minutes with no corrections, motion carried.

MOTION by DUDAS, second by WORK, to approve the June 8, 2020 regular meeting minutes with no corrections, motion carried.

MOTION by WORK, second by HEIM, to approve the June 23, 2020 work session meeting minutes with no corrections, motion carried.

BOARD OF DIRECTORS' REPORT: By Dave Metzger

1. June meeting – Board approved a social media policy regarding conduct of members and their families.
2. Board approved motion to recommend Brian Gaske, Ryan Gaske, and Madeline Hanford from probationary status into full membership.

PRESIDENT'S REPORT: By Jerry Roy

1. President Roy reports he signed a hall rental for Travis Griner however the District has final approval pending reopening.

SECRETARY'S REPORT:

- 1) In/Out Correspondence was reviewed.
- 2) Penflex/LOSAP/Firefly Update: 2019 Penflex Individual Summary sheets were received and distributed to Active Members. Secretary Mora is requesting beneficiary or address changes from members before transition to Firefly is complete. Firefly has requested the historical data from Penflex.
- 3) Red Alert 2nd Quarter report was distributed for Commissioner review.
- 4) The implementation of a new, color-coded District Office Filing System has begun including the transition to mezzanine storage for older documents.
- 5) Updated Rules & Regulation policy was presented to the Board for review with a new uniform look. Secretary Mora is advised to update the website with the new version.
- 6) The District Office's Ricoh copier has been serviced with a new motherboard.

TREASURER'S REPORT:

Commissioner Heim reviewed the bank statements and found all to be in good order.

Commissioner Work reviewed the Chief's vehicle reports for June and found all to be in good order.

Board of Fire Commissioners reviewed the credit card statements from May 19, 2020 through June 19, 2020 in the amount of \$570.63 and found all to be in good order.

- 1) Treasurer Larkin reports bills paid during last month were from check #5401 – 5465, in the amount of \$65,297.71.
- 2) Monthly Summary Report included a new summary report to show a brief overview of bank accounts, balance and losses, revenues, reserve funds, and investments. RBC Wealth Management investments are improving from the major loss earlier this year. Treasurer Larkin also reviews the current budget lines and their balance status. Shortage lines need to be adjusted in the near future.
- 3) The 2019 Independent Audit Report has been completed. Auditor letters and reports have been distributed to all Commissioners.
- 4) COVID-19 Update: Expenses and Supplies have totaled \$10,518.15 in response to the pandemic. Normal cleaning expenses cannot be included. A letter from the jumpsuit vendor is required to document the stability of jumpsuits have been compromised due to the COVID-19 response.
- 5) Penflex Update: Outstanding bill has not been paid. There will be three 1099's distributed this year for LOSAP recipients due to the changes in administration.

CHIEF'S REPORT:

- 1) There were 27 total calls for the month of June as follows: 2 Fire, 16 EMS, 2 Hazardous Condition, 6 False Alarms, and 1 Service. Top responder for June was Jerry Roy with 25 calls.
- 2) Chief Hanford has signed the proper DMV Abandonment Paperwork to have the scrap cars in the rear lot removed by Miranda Auto.
- 3) Proposed Mutual Aid Plan – Discussion continues amongst Chiefs regarding the creation of a Mutual Aid Shared Staffing Plan.
- 4) RecruitNY has not been rescheduled at this time.
- 5) NYS HazMat courses have been rescheduled and will restart beginning on Tuesday, July 21st. They will take place on Tuesdays and Thursdays for the duration of the modules.
- 6) ElizaCo has been updated regarding the lettering on turnout coats and jumpsuits. 6 sets of turnout gear should be delivered in approximately 60 days and jumpsuits should arrive in 60 days.
- 7) Newly-installed District parking signs are peeling and need to be replaced. VSP Graphics have been contacted to address the issue.

COMMISSIONER WORK:

- 1) Commissioner Work reports the Biannual Department of Health Certification for the Ambulance was submitted.
- 2) Association of Fire District Annual Meeting & Summit Conference registration was completed for Commissioners and District Employees. It will be held October 1-3 in Niagara Falls, NY.
- 3) Pinksy Conference Update – Our registration was cancelled due to distance restrictions. All registrants have been offered remote access, extra sessions, and sample policy to use as a courtesy for those unable to attend in-person.
- 4) The Rescue Truck Committee has been conducting field trips to review requirements for new purchase.
- 5) Reopening Plan Update – Commissioner Work discusses the current status of the Building and Facility in regards to the Four Phase Reopening Plan that started on May 16, 2020. Phase 4 is not an option at this time considering the current situation.

COMMISSIONER HEIM:

No report.

COMMISSIONER LARKIN:

No report.

COMMISSIONER GASKE: Presented by Commissioner Larkin

- 1) Budget Blinds – blind project has been fully completed including the correction in the Fitness Room.
- 2) Floor reflector placement markers have been installed in the apparatus room.
- 3) Banquet Room request – Pending reopening of banquet room, Travis Griner is requesting use on October 3, 2020 for a wedding.
- 4) Parking lot bid process needs to be started as soon as possible.

COMMISSIONER DUDAS:

- 1) Network Services Update - The 2020 Pre-paid Professional service block hours have all been used. Commissioner Dudas recommends contracting additional hours for remainder of 2020.

PUBLIC COMMENTS:

President Roy inquires on the status of a cable/tv service provider for the day room. The Board states the COVID-19 pandemic has placed the need for the service on hold.

OLD BUSINESS:

MOTION by DUDAS, second by HEIM, to approve purchase of new wifi adapter for Truck Room Area from Network Services at the cost of \$190, motion carried.

MOTION by WORK, second by LARKIN, to amend the motion whereas 15 EMS jumpsuits were approved for purchase from ElizaCo at a cost of \$5,220.00. While the district was investigating the uniformity of the decals and patches, the price increased by \$16/per jumpsuit. The cost difference increase is \$240.00 and the total cost is now \$5,460.00, motion carried.

MOTION by WORK, second by DUDAS, to expend the sum of \$290.42 to Apex Automotive for necessary and required service and repairs to the 9-1 Chief Truck, motion carried.

MOTION by WORK, second by LARKIN, to have the Medtronic Lifepax 12 defibrillator sent out for service and evaluation from Zoetek Medical Sales & Service for a cost of \$125.00, motion carried.

MOTION by WORK, second by DUDAS, to settle the bill with Capital Market Advisors LLC for the sum of \$2,750.00 for the 2020 BAN/Bond sale professional services, motion carried.

NEW BUSINESS:

MOTION by WORK, second by HEIM, to pay bills, check # 5401 - 5465, in the amount of \$65,297.71, as presented at the July 13, 2020 meeting, motion carried.

MOTION by WORK, second by LARKIN, to reimburse the Clarence Fire Company a sum of \$22,674.45 for foreign insurance from New York State, motion carried.

MOTION by WORK, second by HEIM, to surplus 12 x Goodyear Eagle RS-A tires in size P265/60/17, which were the OEM tires off the Chief trucks, which were determined to not fully satisfy the needs for these response vehicles, motion carried.

MOTION by WORK, second by DUDAS, to purchase new batteries and defibrillation pads for the Zoll AED that is installed in the front foyer of the building from Dival at a cost of \$369.28, motion carried.

MOTION by DUDAS, second by HEIM, to pay Network Services in the amount of \$3300 for 20 hour block of professional services, motion carried.

MOTION by DUDAS, second by HEIM, to pay Alpine Software in the amount of \$3054.61 for Red Alert support maintenance from 8/18/20 through 8/18/21, motion carried.

MOTION by LARKIN, second by DUDAS, to pay Coca-Cola Beverages Northeast at cost of \$490.56 for a pallet of bottled water, motion carried.

MOTION by WORK, second by LARKIN, to contract with All Stars custom embroidery for the purpose of creating 100 x district patches to be attached to future personal protective equipment and gear, and apparel at a cost not to exceed \$250.00, motion carried.

MOTION by WORK, second by DUDAS, to purchase personalized helmet shields for firefighters Brian Gaske, Ryan Gaske, and Madeline Hanford, who have been voted into full membership with the Fire Company from Conway Shields at a cost not to exceed \$175.00, motion carried.

MOTION by WORK, second by DUDAS, to purchase helmets from the Fire Store at a cost not to exceed \$4,700.00, motion carried.

EXECUTIVE SESSION:

MOTION by WORK, second by LARKIN, to enter into executive session @ 7:51pm to discuss personnel matters pertaining to the medical status of an active member, motion carried.

MOTION by WORK, second by LARKIN, to end executive session @ 8:22pm, motion carried.

NEW BUSINESS (CONT.):

MOTION by WORK, second by LARKIN, to place active firefighters: Mark Heim, Matt Meister, Paul Meyer Jr., on the inactive firefighter list effective immediately, pending the receipt of medical clearance from Occustar Inc, motion carried.

MOTION by WORK, second by DUDAS, after serving and contributing in the role for the first half of the calendar year with much success, motion to reappoint Doug Larkin as the Duty Officer utilizing the 9-2 Chief Truck for the remainder of the 2020 calendar year, motion carried. Commissioner Larkin abstained.

MOTION by WORK, second by HEIM, to place Firefighter Mark Zuchlewski on Administrative Light Duty leave effective July 13, 2020 and until further notice pending any additional medical documentation, motion carried.

MOTION by LARKIN, second by WORK, to approve the banquet room request of Travis Griner, pending a certificate of insurance and lifting of social distancing restrictions and limitations currently in place, or in place at time of event and Phase 4 of reopening plan, motion carried.

GOOD OF THE FIRE DISTRICT:

Commissioner Larkin is scheduled to attend the Board of Directors meeting on July 20, 2020.

The next Regular District meeting is August 10, 2020 at 6:30 pm.

Board of Commissioners would like to invite the Cub Scout Pack #93 to a future Board meeting for August or September.

MOTION by WORK, second by LARKIN, to adjourn the meeting at 2036 hours, motion carried.

All motions were unanimously carried unless otherwise noted.

Attest,

Kristi Mora, District Secretary

cc: Chief, Commissioners, Day Room Bulletin Board, Website